

## ETEXT ATTACHMENT

04/16/2004 14 : 31

Regarding letter dated 3/24/2004 - Reference: Year End Report (7/1/03-12/31/03)

The following details our policies and procedures in establishing best efforts while complying with commission regulations requiring disclosure of the identity of donors who contribute in excess of \$200 in a calendar year.

All solicitations for donations include an area requesting personal information including but not limited to, Name, Address, City, State, Zip, Occupation, Employer.

All solicitations include the following information in clear type on the donation form, Federal Election Commission regulations limit contributions to SCIPAC to be from SCI members only, over the age of 18 and U.S. citizens or permanent residents (green card) at the time of the donation. Contributors to PAC's are limited to an aggregate contribution of \$5,000 per cycle, of which only \$100 can be made in cash. Federal law requires us to obtain the identity of all donors who contribute over \$200 in one year. Identity to include, Name, Address, City, State, Zip, Occupation and Employer.

All donations missing disclosure information are followed-up within ten days with a phone call or within 30 days with a letter, example following,

Dear Donor:

Thank you for your interest in and donation to the Safari Club International Political Action Committee.

Unfortunately, the information you provided along with your donation does not comply with Federal Election Commission (FEC) requirements for political contributions.

Federal law requires us to obtain the following information from donors who contribute \$200 or more in one year:

Occupation\_\_\_\_\_ Employer\_\_\_\_\_

This data is requested by the FEC and is used solely for that reporting purpose.

Your cooperation in submitting this information to us would be appreciated. We are enclosing a self-addressed envelope for your convenience.

This letter is repeated monthly for all donations without complete disclosure information.

Any contributions that will not meet federal requirements for contributions to Political Action Committees (Separate Segregated Funds ) or do not meet the requirements after follow-up are returned to the donor, when required by law.